

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B99-17

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: ENCRYPTION/DECRYPTION SOFTWARE USERS GUIDE FOR WPRS  
PARTNERS

This information bulletin provides a condensed Encryption/Decryption Software Users Guide that is designed to assist the encryption/decryption software implementation; a more comprehensive users guide is contained on the compact disc (CD) within the software. This software, which will be distributed to the Service Delivery Areas (SDA) under separate cover, is the final step in implementing the Title III Worker Profiling and Reemployment Services (WPRS) Grant received from the Department of Labor. After installation of the software, SDA and Employment Development Department (EDD) field office staff will be able to send time-sensitive confidential information on client eligibility and status electronically.

The EDD staff evaluated, selected, and purchased Pretty Good Privacy (PGP) encryption/decryption software. This product allows users to communicate with their partners over the Internet using public key cryptography. The Job Training Partnership Division (JTPD) delayed distribution of the product to the SDAs until the EDD field offices were added to EDD's Microsoft Exchange network. Beginning August 1999, WPRS staff in the EDD field offices will receive PGP concurrently with their transition to Microsoft Exchange.

It is the SDA's responsibility to install and maintain PGP on the computer(s) that was/were purchased for its WPRS staff. The SDAs that did not receive WPRS grant funds to purchase computers will also receive PGP software. The use of this equipment is specifically for the SDA and EDD profiling partners. Transfer of this equipment to non-profiling staff violates the terms of the WPRS grant with the Department of Labor.

After you have installed the software and created a key, please send a copy of your key via e-mail to [djohnso5@edd.ca.gov](mailto:djohnso5@edd.ca.gov). An encrypted message will then be sent to you. This will serve as notification to the JTPD that you have the ability to send confidential information over the Internet and that this phase of the implementation is completed. The final step is to contact your WPRS partners in the EDD Job Service offices and

Unemployment Insurance call centers to exchange PGP keys. Remember that both partners involved in any exchange of information must have PGP software installed.

The EDD purchased the software and a maintenance contract from Network Associates, Inc. If you need to contact Network Associates, refer to Authorization Grant Number 27163-NAI. The license term is effective from June 10, 1998, to June 9, 2000. A copy of the License Authorization Grant will be included in the software package. The following procedures are to be followed if a problem occurs with the software:

- 1) Contact your local management information system staff or your system administrator.
- 2) Contact PGP Technical Support at (970) 522-2952.

If your SDA has technical questions, please contact the PGP vendor. The CD and Complete Instruction Guide will be distributed under separate cover. If you have questions about the project, please contact Debara Johnson at (916) 653-2262.

/S/ BILL BURKE  
Assistant Deputy Director

Attachment is available in our Resource Information Center or by clicking on the link below. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

[Encryption/Decryption Software Users Guide](#)